

**STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION**

**EDUCATION ADMINISTRATIVE DIRECTOR**

**I. INTRODUCTION**

A. Purpose of This Classification Specification

This classification specification is the basic authority under s. ER 2.04., Wis. Adm. Code, for making classification decisions relative to present and future Education Administrative Director positions. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future; rather, it is designed to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements, listing of areas of specialization, representative examples of work performed, allocation patterns of representative positions, job evaluation guide charts, standards or factors, statements of inclusion and exclusion, licensure or certification requirements, and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification specification describes professional positions located within the Department of Public Instruction or the Educational Communications Board that function as team directors or assistant team directors and are responsible for the planning, development, implementation, evaluation and management of statewide educational programs. Employees in this classification must meet the definition of management, professional and supervisor contained in s. 111.81(13), (15) and (19), Wis. Stats., and have responsibility for effectively recommending the hiring, transfer, suspension, layoff, recall, promotion, discharge, assignment, evaluation, discipline and adjustment of grievances of subordinate permanent employees.

C. Exclusions

Excluded from this classification are the following types of positions:

- 1) Positions that do not meet the statutory definitions of management, professional employee and supervisor, as defined in s. 111.81(13), (15) and (19), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
- 2) Position not located within the Department of Public Instruction or the Educational Communications Board.

- 3) Positions that, for a majority of time (more than 50%), function as unit supervisors in which the primary emphasis is on coordination, administration and review of statewide educational programs with the Department of Public Instruction, and are more appropriately classified as Public Instruction Supervisor.
- 4) Positions responsible for the administration of formal educational programs in state-operated facilities and are more appropriately classified as Education Director.
- 5) All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions within this classification by competition.

## II. DEFINITION

### EDUCATION ADMINISTRATIVE DIRECTOR

Positions allocated to this class function as (1) team directors or (2) assistant team directors supervising multiple statewide programs with employees classified as Education or School Administration Consultants, or comparable level education professionals.

- (1) Positions that function as team directors are responsible for planning, developing, implementing and evaluating highly significant statewide educational programs that are characterized by: (a) a wide variety of programs and ongoing projects typically requiring the services of a number of classified professional employees and may include subordinate supervisors; (b) program and policy decisions that consistently establish performance criteria and precedents of a statewide nature; and (c) recommendations and/or directives that significantly influence educational programming in school districts at all grade and/or program levels. Also allocated to this level are positions directing statewide outreach programming combined with residential educational services for the blind and visually impaired or deaf and hard of hearing.
- (2) Positions that function as assistant team directors, in addition to supervising education professional, are responsible for planning, developing, implementing, and evaluation significant statewide educational programs such as those under (a), (b) and (c) above.

The majority of the work of these positions involves the implementation of the administrative needs of their work units and the performance of professional line functions of the program. Employees in this class have a considerable degree of latitude to reallocate resources to different projects or sub-programs within the area of responsibility. Most program decisions made at this level are considered final and are rarely subject to administrative review. The duties and responsibilities of employees within this class are performed under general supervision.

#### Representative Positions:

##### Department of Public Instruction – Director, Student Services, Prevention and Wellness (SSPW):

Provide expert leadership and management of department SSPW programs and activities. Manage and supervise the SSPW team. Provide leadership in the development of program models for implementation by all systems involved in providing student services to public school children in Wisconsin. Develop policy initiatives and legislation for effective SSPW programs in all schools and school districts by maintaining an in-depth knowledge of state and federal laws, regulations and procedures related to safe and drug free schools, comprehensive health education programs, after-school programs, compulsory

attendance, and other youth development initiatives as well as student services delivered by support personnel; e.g., school nurses and school psychologists.

### **III. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed, and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

### **IV. ADMINISTRATIVE INFORMATION**

This classification was created effective November 10, 1996 per Bulletin CC/SC-60 and the classification primarily covered Team Director and Assistant Team Director positions within the Department of Public Instruction. The series was modified to accommodate a major reorganization primarily affecting Section Chiefs and below per Bulletin CC/SC-37. The class series was abolished, effective November 10, 1996, per Bulletin CC/SC-60 creating a single level classification. This classification was modified effective September 2, 2007 and announced in Bulletin OSER-0170-MRS/SC as a result of the Education Professional Personnel Management Survey.

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